Making Meetings ^ Effective: Comprehensive Meeting Template (use what works for you)

Agenda: (Prior to meeting)

- Create, invite additions, and distribute in advance of meeting
- Posing items as questions, when appropriate, may help focus meeting discussions as well
- Always end with summarizing, reviewing next steps and thanking group members

Note-Taking (During Meeting)

- Just enough information for non-attendee
- Summarize before moving to next item
- Build Action Plan/Next steps as you go
- Use timekeeper to help stay on track
- Have place for recording "parking lot" items

Action Plan reviewed at end of meeting; may become future agenda items.

Agenda Item / Leader	Time / Activity /Prep	Major Discussion Points/Summary	Action Plan / Next Steps (What, Who, by When)
Item: *How can we integrate more teaching into our clinical service? (vs. less clear "Clinical Teaching")* **Leader**: *Haruka*	**Time**: *15 minutes* **Activity:** *Discuss what is and is not working, generate ideas*	**e.g.,** *What we do well:* *Challenges:* *Ideas to explore:* - *What do others do?*	**e.g.,** - *Add to agenda for next meeting to decide on changes we want to make* - *B. and S. will review educ. lit and send highlights to group before next meeting* - *J. will invite XXX who is doing something creative in her dept to come to the next meeting*
Item: *Incentive Plan Update* **Leader:** *Jamie*	**Time**: *5 minutes* **Activity**: Info update; *Q&A*		*None needed*
Item:	**Time:** *10*		

Follow up from last time: Which of our 3 QI project ideas shall we decide upon? **Leader:** *Pat*	*minutes* **Activity**: *Come to a decision* **Preparation:** *read attached work from subcommittee*		
Summary and Closing: *What are our agreed upon decisions and next steps?* **Leader:** *Haruka*	**Time:** 5 minutes **Activity:** summarize, review		